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**UNIFIED SUBDIVISION ORDINANCE  
AMENDMENT #7**

**Replace Mylar Final Plat Submission with Portable Document  
Format (PDF), and Other PDF Filing Requirements**

**STAFF REPORT  
December 13, 2012**

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**BACKGROUND:**

This amendment will help modernize our subdivision ordinance by updating all plan and plat filing requirements with the universal digital file format – Portable Document Format or PDF.

Most significantly the required mylar copy of a final plat will be replaced by a PDF file. A mylar copy of the final plat has been a required part of the secondary application process since the adoption of the subdivision ordinance in 1980. The purpose of this filing requirement was to provide a convenient way to reproduce a recorded final plat with a blue print machine. Because the Area Plan Department no longer has a blue print machine, staff is no longer able to provide this service. This type of reproduction has essentially been replaced by digital printing. The universal form of copying and sharing public documents is with PDF files. Therefore to better serve the public, updating the subdivision ordinance with PDF filing requirements is logical.

For some time now, staff has been requesting from surveyors and engineers PDF copies of their sketch plans and preliminary plats that are filed for public hearing. This greatly simplifies the preparation of staff reports and the public hearing slide presentations. Staff is also beginning to link these PDF plans and plats to the office subdivision database. In addition to replacing the mylar final plat with a PDF file, this amendment also formalizes the PDF submission of sketch plans and preliminary plats.

Staff drafted these ordinance changes in August and reviewed them with the Ordinance Committee at its September and October meetings. At the November 7<sup>th</sup> hearing, the Ordinance Committee voted to recommend approval of USO Amendment #7.

**STAFF RECOMMENDATION:**

Approval

# ORDINANCE NO. \_\_\_\_\_

## AN ORDINANCE AMENDING CHAPTER \_\_\_\_\_ OF ORDINANCE NO. \_\_\_\_\_ BEING THE UNIFIED SUBDIVISION ORDINANCE OF TIPPECANOE COUNTY.

**Be it ordained** by the (County Commissioners of Tippecanoe County, Indiana; the Common Council of the City of Lafayette, Indiana; the Common Council of the City of West Lafayette, Indiana; the Town Council of the Town of Battle Ground, Indiana; the Town Council of the Town of Dayton, Indiana; and the Town Council of Clarks Hill, Indiana), that Ordinance No. \_\_\_\_\_, being the Unified Subdivision Ordinance of Tippecanoe County is hereby amended as follows:

**Section 1:** Add new definition to **USO Section 2.2** to read as follows:

PORTABLE DOCUMENT FORMAT (PDF). A universal digital file format, originally developed by Abode Systems, now a formal open standard known as ISO 32000 maintained by the International Organization for Standardization.

**Section 2:** Change **USO Section 3.2-1-d** to read as follows:

Be accompanied by a minimum of three (3) ~~copies~~ paper prints and a PDF digital copy of the sketch plan.

**Section 3:** Change **USO Section 3.3-4-a-iv** to read as follows:

Be accompanied by ~~ten three (10 3) copies~~ paper prints and a PDF digital copy of the preliminary plat as described in this ordinance.

**Section 4:** Add new **USO Section 3.3-4-a-vi** to read as follows:

Include a listing signed by the checkpoint agencies indicating that they have received a copy of the preliminary plat or a certification that it has been sent.

**Section 5:** Change **USO Section 3.3-6-a-iii** to read as follows:

Be accompanied by ten (10) ~~copies~~ paper prints and a PDF digital copy of the final subdivision plat as described in this ordinance and the digital data submission as required by the Tippecanoe County Code Ordinance No. 2006-04-CM.

**Section 6:** Change **USO Section 3.3-7-c-i** to read as follows:

The Designated Officials shall sign the certificate granting secondary approval on all paper prints of the final subdivision plat, ~~which shall be part of the tracing cloth or reproducible mylar of the subdivision plat,~~ plus two (2) mylar prints of the subdivision

~~plat. The mylar prints shall be returned to the subdivider and his engineer or surveyor.~~

**Section 7:** Change **USO Section 3.4-7-a-iii** to read as follows:

Be accompanied by ten (10) ~~copies~~ paper prints and a PDF digital copy of the final subdivision plat as described in this ordinance and the digital data submission as required by the Tippecanoe County Code Ordinance No. 2006-04-CM.

**Section 8:** Change **USO Section 3.4-8-c-i** to read as follows:

The Designated Officials shall sign the certificate granting secondary approval on all paper prints of the final subdivision plat, which shall be part of the tracing cloth or reproducible mylar of the subdivision plat, plus two (2) mylar prints of the subdivision plat. ~~The mylar prints shall be returned to the applicant and his engineer or surveyor.~~

**Section 9:** Change **USO Section 3.6-4-c** to read as follows:

be accompanied by a minimum of three (3) ~~copies~~ paper prints and a PDF digital copy of the sketch plan;

**Section 10:** Change **USO Section 3.6-8-a-iv** to read as follows:

be accompanied by three (3) ~~copies~~ paper prints and a PDF digital copy of the preliminary plat as described in this ordinance;

**Section 11:** Change **USO Section 3.6-10-a-iii** to read as follows:

be accompanied by ten (10) paper prints and ~~three (3) mylar reproducible prints~~ a PDF digital copy of the final subdivision plat as described in this ordinance and the digital data submission as required by the Tippecanoe County Code Ordinance No. 2006-04-CM;

**Section 12:** Change **USO Section 3.6-11-c-i** to read as follows:

The Designated Officials shall sign the certificate granting secondary approval on ~~each paper print and mylar print~~ all paper prints of the final subdivision plat.

**Section 13:** Change **USO Section 3.6-11-c-iii** to read as follows:

After recording, one paper print ~~and one mylar print~~ shall be retained in the office of the Commission. At least one paper print ~~and two mylar prints~~ shall be returned to the subdivider and his engineer or surveyor. The Staff of the Commission shall distribute the remaining paper prints to the appropriate agencies.

**Section 14:** Change **USO Section 6.4-1** to read as follows:

The final subdivision plat shall be presented ~~in ink on tracing cloth or reproducible mylar~~ at an appropriate scale on sheets not larger than twenty-four by thirty-six (24 x 36) inches, and show any changes or additions required by the conditions of primary approval.

This ordinance shall be in full force and effect from and after its passage.